



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1745.15F
5
5 Jul 95

COMBAT CENTER ORDER 1746.15F W/Ch 1

From: Commanding General
To: Distribution List

Subj: CONSTITUTION, BY-LAWS AND HOUSE RULES FOR STAFF NONCOMMISSIONED OFFICERS' CLUB

Ref: (a) MCO P1700.27

Encl: (1) Introduction
(2) Constitution
(3) By-Laws
(4) House Rules

1. Purpose. To promulgate regulations for the operation and government of the Staff Noncommissioned Officers' Club per the reference.

2. Cancellation CCO P1746.15E.

3. Summary of Revision. This Order contains major paragraph modifications in the areas of articles and procedures which must be completely reviewed.

4. Action

a. Per paragraph 10204 of the reference, the special Advisory Committee is hereby directed to review and maintain current the Constitution and By-Laws annually.

b. The Manager, Staff Noncommissioned Officers' Club, shall post copies of this Order in conspicuous places within the Staff Noncommissioned Officers' Club and will ensure their availability to members and guests.

c. All commanding officers from the host command and major resident organizations aboard the Combat Center, i.e., battalions, detachments, separate companies, Naval Hospital, and Dental Clinic, will appoint a primary and alternate member to the Advisory Committee per paragraph 10204 of the reference.

5. Recommendation. Recommendations concerning the contents of the Constitution, By-Laws, and House Rules for the Staff Noncommissioned Officers' club are invited. Such recommendations will be forwarded to the Director, Morale, Welfare and Recreation, via the appropriate chain of command.

6. Certification. Reviewed and approved this date.

J. D. MAJCHRZAK
Chief of Staff

DISTRIBUTION: A-1 plus Mgr, SNCO Club (50)



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12 Aug 96

COMBAT CENTER ORDER 1746.15F Ch 1

From: Commanding General
To: Distribution List

Subj: CONSTITUTION, BY-LAWS AND HOUSE RULES FOR STAFF NONCOMMISSIONED OFFICERS' CLUB

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In enclosure (2), page 1, Article III, 3.b. change line one "...consisting of a single building (1532)..." to read "...consisting of a portion of building 1532..."

b. In enclosure (2), page 4, Article VI delete 6.c.

c. In enclosure (2), page 4, Article VI renumber 6.d. to 6.c.

d. In enclosure (3), page 3, Article V delete 5.c. in its entirety.

e. In enclosure (3), page 4, Article V renumber 5.d. to 5.c.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

MICHAEL F. JACKSON
By direction

DISTRIBUTION: A-1 plus Mgr, SNCO Club (50)

INTRODUCTION

1. PURPOSE. To promulgate policies and procedures for managing and administering the Staff Noncommissioned Officers' Club.
2. PROCEDURES FOR AMENDING CONSTITUTION The following procedures will be followed in amending this Order.
 - a. Any member, through a designated representative, may request the Advisory Committee to consider amendments to this Order. Amendments may also be recommended by management.
 - b. The Advisory Committee will consider amendments at regular business meetings and, upon approval of two-thirds of all members, may approve amendments subject to review by the Commanding General.
 - c. Amendments may also be considered by the active membership during regular or specially scheduled meetings. Approval of two-thirds of the body is required to adopt an amendment subject to review by the Commanding General. Amendments adopted under provisions of paragraph 2b above may be reviewed by the membership upon the request of 10 percent of the membership.
 - d. Upon approval of an amendment by the Commanding General, it is the responsibility of the Advisory Committee President to request promulgation by the Head, Food and Hospitality Branch, MWR Directorate. The Head, Food and Hospitality Branch, MWR Directorate shall take the administrative steps necessary to include the amendments as changes to this Order.

ENCLOSURE (1)

CONSTITUTION

ARTICLE I

1. DESIGNATION. The official name of the club shall be "Staff Noncommissioned Officers' Club, Marine Corps Air Ground Combat Center, Twentynine Palms, California," hereinafter referred to as the Club.

ARTICLE II

2. PURPOSE. The purpose of the Club is to promote and maintain the well-being, morale, camaraderie, and the wholesome use of leisure time for staff noncommissioned officers and their families stationed at the Combat Center. The primary mission is to provide food, beverages and entertainment.

ARTICLE III

3. ORGANIZATION

a. The Club is a branch of the Morale, Welfare and Recreation (MWR) Directorate, Food and Hospitality Branch and will be operated per the reference, this Order and with such directives as may be issued by higher authority.

b. The Club, **consisting of a portion building 1532** and all property located therein, will be controlled, maintained, and accounted for per the reference.

c. The Manager of the Club will be appointed, in writing, by the Director, MWR Directorate and is responsible to the Head, Food and Hospitality Branch for the operation of the Club.

ARTICLE IV

4. MEMBERSHIPS

a. Active Membership. Active membership will be restricted to staff noncommissioned officers (SNCO's) on active duty and stationed at the Combat Center

(1) Staff noncommissioned officers and Staff Sergeant selectees of the Marine Corps, active duty and Reserve.

(2) Personnel of equivalent rank in a similar status of other branches of the Armed Forces of the United States.

(3) Federal civilian employees at the Combat Center, WG-4 and above, GS 4-6 and NAFI 5-9 or the equivalent. This privilege is extended to the employee only.

(4) Active membership requires the issuance of a Club Card from the Food and Hospitality Branch.

b. Associate Membership. Associate membership in the Club commensurate with grade, rank, or pay equivalent will be extended automatically to personnel listed below:

ENCLOSURE (2)

(1) Active duty military members of the Armed Forces of appropriate rank who are on temporary duty, in transit, or not assigned to the Combat Center and who are able to prove they are members in good standing of a Staff Noncommissioned Officers' or Chief Petty Officers' Club of another installation.

(2) Adult dependents of staff NCO's who are members in good standing of Staff Noncommissioned Officers' or Chief Petty officers' Clubs at other installations.

(3) Recipients of the Medal of Honor, honorable discharged veterans of the Armed Forces with 100 percent disability, or the widow or widower of the veteran.

(4) Members of the U.S. Armed Forces Reserve or National Guard on duty for less than 30 days.

(5) Members of the U.S. Armed Forces on the retired list who are receiving pay.

(6) Members of the U.S. Armed Forces Reserve or National Guard on extended active duty of 30 days or more.

(7) Other uniformed personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the U.S. Public Health Service, on active duty or on the retired list.

(8) DoD and other federal employees working on the Combat Center (WG-4 and up, GS 4-6 and all NAFI classes) . This privilege is extended to the employee only.

(9) Retired Federal government civilian personnel but only if they were members of a club at time of retirement (a transfer of membership) . Spouses of deceased personnel may continue such a membership.

(10) Foreign military personnel authorized Exchange privileges.

(11) Uniformed paid members of the Red Cross assigned to the Combat Center.

c. Honorary Memberships. Honorary membership may be extended to the categories of personnel listed below. Personnel eligible for active or associate status are not eligible for honorary membership.

(1) Unmarried widows/widowers of deceased active or retired military personnel.

(2) Dependents of missing in action (MIA) or prisoners of war (POW) military personnel.

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General.

d. Other Patronage Eligibility. Other personnel who may use the Club facilities are as follows:

(1) Dependents of active, associate or honorary members.

(2) Reciprocal privileges are extended to dependents of Marines in a deployment status and to active, associate or honorary members of other SNCO Clubs.

ENCLOSURE (2)

ARTICLE V

5. ADVISORY COMMITTEE

a. The President and Vice President of the Advisory Committee will be elected by the active members of the Club and will be active duty military assigned to the Combat Center and will be active members in good standing.

b. The Advisory Committee shall be comprised of the President, Vice President, and a member and alternate appointed, in writing, from each command e.g., battalions, separate companies, detachments, Naval Hospital, and Dental Clinic. The Combat Center Sergeant Major will be President, exofficio. A Recorder/Secretary from the membership shall be appointed by the President.

c. All members can vote except the President and President exofficio. The President shall vote only in the case of a tie.

d. In addition, the following individuals are authorized to attend as exofficio members:

(1) Director, MWR Directorate.

(2) Head, Food and Hospitality Branch.

(3) Manager, SNCO Club.

(4) NAF Auditor.

(5) All battalion Sergeant Major's, separate company First Sergeant's and Command Master Chief's.

e. The duties of the Advisory Committee are as follows:

(1) Act only in an advisory capacity to the Commanding General, not as a group engaging in any management or operational duties.

(2) Seek suggestions from the members which it represents, and make recommendations for improvements to the Commanding General via director, MWR Directorate.

(3) Maintain a current Constitution and By-Laws for the Commanding General.

(4) Review financial statements and annual audit reports.

f. Any representative of the Advisory Committee who is relieved of duty, transferred from one organization to another or from the Combat Center will no longer be eligible to serve with the Advisory Committee. The organization from which the representative was transferred will be required to appoint a suitable replacement.

g. New members of the Advisory Committee will present their appointing order to the President at the first meeting of the Advisory Committee subsequent to their appointment.

h. When resigning, members of the Advisory Committee will submit a letter of resignation to their commanding officer.

ENCLOSURE (2)

ARTICLE VI

6. STANDING COMMITTEES. The President of the Advisory Committee shall ensure the formation of the following committees, and will appoint the Chairman of each from the membership of the Advisory Committee. The committees themselves may be formed of not more than five active members of the SNCO Club.

- a. House Rules Committee.
- b. Entertainment Committee.
- c. Election Committee.

ARTICLE VII

7. REMOVAL FROM OFFICE. Any member of the Advisory Committee may be removed from office, for cause, by the Commanding General.

ARTICLE VIII

8. MEETINGS. The President shall call meetings of the Advisory Committee at least once a month.

a. Fifty percent of the voting members of the Advisory Committee will constitute a quorum for such meetings. In the absence of a quorum, the Commanding General may approve the recommendations of those members present.

b. The minutes of all meetings will be forwarded to the Commanding General via the Head, Food and Hospitality Branch, MWR Directorate, within five working days after conclusion of meetings. An advance copy will go to the Combat Center Sergeant Major

ARTICLE IX

9. PROFITS. The Club, together with all its facilities, will not be operated for the financial profit of any person, group, or combination of persons; no individual shall have an enforceable financial interest or right of any kind in the operation of the Club.

ARTICLE X

10. AGENTS AND PEDDLERS

- a. No agents, peddlers, etc., will be permitted to solicit members in the Club.
- b. Authorized dealers in commodities such as liquor, food, etc., will be permitted to conduct business with club management only.
- c. Club officials will not be permitted to accept any gifts (monies, merchandise, items of any value) for themselves or in behalf of any member of their family, from any business concern or agent doing business with the Club.

ENCLOSURE (2)

ARTICLE XI

11. ALCOHOLIC BEVERAGES. Members will not bring any beverage or food products into the Club for consumption on the premises without prior approval from the Head, Food and Hospitality Branch, MWR Directorate.

ARTICLE XII

12. CREDIT AND CHARGES

a. Application for membership will be made through the Head, Food and Hospitality Branch, MWR Directorate.

b. All members and their guests are authorized the use of Visa, Master Card or Discovery Card for credit purposes

c. Government American Express cards are authorized for the purchase of meals while in a TAD status.

ENCLOSURE (2)

BY-LAWS

ARTICLE I

1. ADVISORY COMMITTEE. The Advisory Committee shall meet no less than monthly or more frequently at the discretion of the President or, in his absence, the Vice President.

a. In the temporary absence of the President and Vice President, the order of succession will be the Chairman, House Rules committee; Chairman, Entertainment Committee.

b. Within limits prescribed by the Commanding General, the Advisory Committee shall make, or cause to be made, such rules for the club facilities as it may find expedient.

c. The President shall be the primary operating agent of the Advisory Committee.

d. The Recorder/Secretary of the Advisory Committee shall maintain a current list of members of the Advisory Committee and all committees. The Recorder/Secretary shall give notice of all meetings to those persons concerned, keep a record of the proceedings of all meetings, assure that such records are signed by the President and forwarded to the Commanding General within five working days via the Head, Food and Hospitality Branch and the Director, MWR Directorate, and prepare recommended changes to the Manual for the Commanding General's signature.

e. Elected or appointed members of the Advisory Committee shall not receive remuneration from the Club in cash, goods, or services for any duties performed as a member of the Advisory Committee or as an individual during or after working hours.

ARTICLE II

2. MANAGER. The Manager is responsible for the operation of the Club per the reference. The Manager is responsible to the Head, Food and Hospitality Branch and ultimately to the Director, MWR Directorate for the administration of the Club. The Manager will be guided in the performance of duties by current regulations to include Advisory Committee recommendations approved by the Commanding General and added to this Order.

ARTICLE III

3. ASSISTANT MANAGER. The Assistant Manager will assist the Manager in the performance of duties assigned to the Manager

ARTICLE IV

4. ELECTIONS. Elections for the office of President and Vice President will be conducted in the following manner

a. The President will call a general meeting during January of all members per paragraph 1004 of this Order. This meeting will be for the expressed purpose of receiving nominations for the office of President. The time and place of the meeting will be published a minimum of two weeks prior to the meeting

b. The President will accept nominations for office from the floor and will be assisted by members of the Advisory Committee. Nominations will not be closed until at least two or more nominations have been received. A letter of proxy may be accepted.

c. Persons nominated must indicate their desire to accept or decline. The President will introduce the nominations and open the floor for questions and discussions. No person will be nominated who is not a member in good standing.

d. Upon closing of the nominations, the President will notify the members present of the date(s) of the balloting, the date not to be less than three working days nor more than 10 working days following the date of nominations. The place of balloting will be the Staff Noncommissioned Officers' Club.

e. Voting will be secret and will be supervised and controlled by the Election Committee. The Election Committee will be appointed from members of the Advisory Committee. This committee will consist of a chairman and as many members as the Advisory Committee deems necessary to ensure controlled and proper voting. The Chairman will ensure that ballots are prepared prior to the election and that the names of all nominees are published to all organizations for wide dissemination.

f. The ballots will be in no manner serialized and will contain the names of nominees listed alphabetically.

g. Prior to the balloting, a roster of all active members in good standing will be obtained from the Head, Food and Hospitality Branch, MWR Directorate. Balloting will be conducted from 1100-1800 on two consecutive working days. Personnel voting will have their names checked off the roster upon receiving their ballot. Upon completion of voting on the second day, the election committee will count the ballots. The candidate with the most votes will be declared President and the first runner-up the Vice President.

h. The term of the offices will be one year, commencing on the first day of February providing the election returns are approved by the Commanding General.

i. In the event the President cannot fulfill the term of office, the Vice President will become the President and a new Vice President will be elected by the Advisory Committee from its members.

j. In the event the Vice President cannot fulfill the term of office, a new Vice President will be elected by the Advisory Committee from its members.

ARTICLE V

5. COMMITTEES

a. House Rules Committee

(1) The House Rules Committee will recommend House Rules for each of the Club facilities, covering such matters as hours of operation, dress, conduct, etc. Recommendations will be submitted to the Advisory Committee.

(2) The House Rules Committee will receive complaints and/or recommendations from patrons on the operation of the Club facilities and will take corrective action within their purview. The committee will make its recommendations on such matters at the Advisory Committee's meetings.

ENCLOSURE (3)

(3) The House Rules Committee will report to the Advisory Committee at each meeting of the committee on matters under its cognizance and will include changes in the House Rules recommended since the last meeting or anticipated prior to the next meeting.

(4) The House Rules Committee will investigate complaints of the management against patrons.

b. Entertainment Committee

(1) The Entertainment Committee, in conjunction with the Manager, will plan Club-sponsored entertainment.

(2) The Entertainment Committee is responsible for the wide and timely dissemination of the information of coming events, utilizing all authorized media.

(3) The Entertainment Committee will report to the Advisory Committee at each meeting detailing entertainment plans for the coming quarter, such plans being subject to the approval of the committee.

c. Election Committee. The Election Committee will set up, coordinate, validate, count and record the ballots.

ARTICLE VI

6. CLUB PRIVILEGES

a. Dependents eligible within paragraph 1004 of this Order, of active, associate, and honorary members will be afforded the same patron privileges as their sponsors. Spouses of members, who are eligible for membership with the Club in their own right, may maintain that membership. Spouses may decline membership in their own right and accept dependency status in this Club.

b. Reciprocal patron privileges will be extended to active, associate and honorary members of other equivalent clubs and their dependents.

c. Nonmembers are authorized use of Club facilities in conjunction with command functions.

d. Members of the Club or their dependents will normally not be permitted to use Club facilities to entertain military personnel who, by virtue of their grade, are not eligible for membership. Requests for exception should be addressed by letter to the Head, Food and Hospitality Branch, MWR Directorate for evaluation/resolution on a case by case basis.

e. Military spouses who are not eligible for membership in their own right, by virtue of their grade, will not be entitled to use Club facilities, unless they are accompanied by their spouse. When in the Club, such spouses are required to be in civilian attire.

ARTICLE VII

7. PRIVILEGE REVOCATION AND REINSTATEMENT

a. Club privileges may be denied members and guests for infractions of the House Rules under the following conditions:

ENCLOSURE (3)

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(1) By management until the next meeting of the House Rules Committee.
(Management will report suspensions to the House Rules Committee Chairman on the next working day.)

(2) By the House Rules Committee after completion of the procedures listed in paragraph 7b below. Committee and Advisory Committee decisions are subject to review and confirmation by the Commanding General.

b. Upon notification of a rules infraction, the House Rules Committee will investigate the incident, require the appearance of the alleged offender at a hearing and report recommendations to the Advisory Committee.

c. Members desiring to appeal the action taken by the Advisory Committee may request to appear before the Advisory Committee. Such requests must be submitted to the Advisory Committee President in writing.

d. Suspended members may be reinstated six months after the date of suspension. A suspended member may request a review of the suspension by the Advisory Committee at any time during the suspension. The Advisory Committee may, subject to the Commanding General's confirmation, reinstate a member at any time.

ARTICLE VIII

8. HOUSE RULES. House Rules of the Club will be available in the Club for the information, guidance, and compliance of all concerned.

ENCLOSURE (1)

HOUSE RULES

1. All members will uphold the standard of decorum expected of a staff noncommissioned officer.
2. With the exception of the Manager or designated representative, no person will, under any circumstances, take upon themselves the prerogative of disciplining or censuring any employee or individual attached to or serving in the Club.
3. Unsatisfactory service or dereliction of duty on the part of club employees will be brought to the attention of the Manager or the Duty Manager.
4. The Manager's office shall be open from 0800 until 1630 daily and at such other times as may be required by club functions or special parties.
5. On special occasions, the Manager shall have the option to revise the operating hours for a particular event, subject to the approval of the Commanding General. In addition, on evenings when the Duty Manager can ascertain that there is insufficient business to warrant maintaining operations, the facility may be closed.
6. All sales will cease 15 minutes prior to closing time.
7. Alteration of operating hours for seasonal work hour changes will be recommended by the Advisory Committee, subject to approval by the Director, MWR Directorate.
8. Property will not be removed from the Club premises without permission of the Manager. Patrons will be held responsible for willful or negligent damage of property.
9. Guest Policy. A bona fide guest is defined as a nonmember of the Club, not otherwise authorized to use the Club per paragraph 1004 of this Order, and whom a member has specifically invited and for whom the member accepts full responsibility. The following limitations apply to the use of club facilities by bona fide guests:
 - a. Employees of the Club not otherwise eligible for membership or use of the Club as authorized by paragraph 1004 of this Manual may not use the Club as bona fide guests.
 - b. Individuals or groups who are entitled to Club privileges of another club may, with the Commanding General's approval, attend a club in which they are not normally entitled. Example: A gun club consisting of all ranks which holds a club dinner.
 - c. Upon written invitation by the Commanding General, use of Club facilities may be extended on a one-time basis to groups consisting of members not entitled to Club membership.
 - d. The attendance of officers and their families at social functions sponsored for staff noncommissioned officers by the Club is strictly prohibited except on special occasions when authorized by the Commanding General or his designated representatives. Requests for authorization shall be submitted to the Commanding General (Director, MWR Directorate) via the Head, Food and Hospitality Branch.
 - e. Any other individual not mentioned above, when recommended by the Advisory Committee and when approved by the Commanding General.
10. Proper dress for members and guests is as follows:

ENCLOSURE (4)

a. Uniform of the Day or appropriate civilian attire may be worn at any time other than at special Club events for which attire may be designated.

b. Shower shoes, cutoffs, PT gear, and tank tops will not be worn in the Club at any time.

c. Utility uniform will be restricted to the bar area only after 2000. Special functions may dictate the wear of the utility uniform in the Club at other times.

11. Persons under the age of 21 are not permitted in the bar area

12. Per Combat Center directives and the laws of the State of California, anyone who has not reached the age of 21 will not be served or permitted to consume alcoholic beverages.

13. Upon request of the Manager or designated representative, all members or guests will be required to show proper identification.

14. Members and guests shall not be permitted behind the bar

15. Animals, other than seeing eye dogs, will not be permitted in the Club building

16. Arrangements for luncheons, meetings cocktail parties, etc., can be made by contacting the Manager. Additional regulations apply to mixed grade and some types of organizational functions. Authority to hold such functions must be requested in advance. Permission is also required if alcoholic beverages are to be served at other than posted hours. Requests for deviation should be forwarded, in writing, to the Commanding General (Director, MWR Directorate) via the Head, Food and Hospitality Branch.

17. Only food and beverages dispensed by the Club may be consumed in the Club.

18. Personal checks may be cashed for all active members in amounts not to exceed \$100.00 per person, per day. Nonmembers aboard the Combat Center are limited to \$50.00. per person, per day.

a. All checks shall be made payable to MWR - 0150 and the maker's name, rank, social security number, organizational address and phone number shall be shown thereon.

b. Traveler's checks may be cashed upon proper identification of the individual concerned. The ability to cash such instruments is governed by the amount of revenues on hand at the time.

c. An assessment fee of \$23.00 per check shall be levied upon all dishonored checks unless proof of bank error can be provided by the individual.

19. The following instructions apply in the sale and handling of alcoholic beverages by the Club. The following activities specifically are prohibited:

a. Employment or use of the services of any minor for the sale or consumption of any alcoholic beverages.

b. Selling to or providing alcoholic beverages to patrons between the hours of nonoperation.

20. The Club will assume no responsibility for private property left at the Club unless such property is properly deposited with and receipt for by the Manager or designated representative.

ENCLOSURE (4)

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21. The posting of notices in the Club, without prior approval from the Manager, is prohibited.

22. On Guest Night (to include Bosses Night), as announced by the Advisory Committee, active members are authorized to invite officers to the Club. All officers must be identifiable and will wear their uniform on these occasions.

23. Gambling in any form will not be permitted in the Club. Dice and dice cups are provided for members' entertainment and are not to be used as a means of determining the cost of drinks or for gambling purposes.

ENCLOSURE (4)